

CACFP CIVIL RIGHTS COMPLIANCE ASSESSMENT FOR FISCAL YEAR \_\_\_\_\_

**This form is to be completed one time per fiscal year by each institution participating in the Child and Adult Care Food Program (CACFP). It should be kept in the institution's civil rights file.**

1. Is the current "...AND JUSTICE FOR ALL" poster displayed prominently in all service areas (sites and applicable administrative offices)? ☐ YES ☐ NO If no, attach your time and plan to come into compliance.
2. Is the current official version of the USDA nondiscrimination policy statement included on all organization materials (parent handbooks, brochures, fliers, promotional materials, menus) that mention USDA or the CACFP?  
☐ YES ☐ NO If no, attach your time and plan to come into compliance.
3. Does your institution provide written materials and translations of written materials, and/or translators of interpretive services, as needed to convey CACFP benefits to all participants and potential participants and family without regard to race, color, national origin, age, or disability? ☐ YES ☐ NO If no, attach your time and plan to come into compliance.
4. **School Districts Only. All others continue to questions #5.** Does your school district have an approved civil right complaint procedure that is separate from the one required by the CACFP?  
☐ YES If yes, complete question #5 pertaining to school district procedure and policy.  
☐ NO If no, complete question #5 pertaining to CACFP procedure and policy.
5. Does your institution have an established written procedure to receive complaints alleging discrimination that includes the following:
  - a. Do staff members receive training on the approved civil rights complaint procedure?  
☐ YES ☐ NO If no, attach your time and plan to come into compliance.
  - b. Do staff members understand the approved procedures for receiving and forwarding an alleged civil rights complaint? ☐ YES ☐ NO If no, attach your time and plan to come into compliance.
  - c. Are civil rights complaint forms available at all sites and applicable administrative offices?  
☐ YES ☐ NO If no, attach your time and plan to come into compliance.
  - d. Is a civil rights complaint log maintained at all sites or a procedure in place to document complaints at a central location? ☐ YES ☐ NO If no, attach your time and plan to come into compliance.
6. Has your institution completed the CACFP required annual civil rights training for staff?  
☐ YES ☐ NO If no, attach your time and plan to come into compliance.
7. Does your institution have documentation of civil rights training? ☐ YES ☐ NO If no, attach your time and plan to come into compliance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Person

Completing Assessment: \_\_\_\_\_